

... AND TRANSMITTAL SLIP

TO: (Name, office symbol, room number, building, Agency/Post) _____ Date _____

1. EO/DDA	Initials	Date
2. A/DDA - FY1	<i>[Signature]</i>	15/10
3. DDA - "	<i>[Signature]</i>	18 OCT 1982
4. EO	<i>[Signature]</i>	18 OCT 1982
5. Registry		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

1-2/3: Note DOD statement on
Don't have payroll + HBO + GSA's
space reduction program.
to 2/10, 8/10, + C/OPS.
 3-4: We had better get our
 150K left test sweet!

DO NOT use this form as a RECORD of approvals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post) _____

8041-102

* GPO : 1981 O - 341-529 (120)

OPTIONAL FORM 41 (Rev. 7-76)
 Prescribed by GSA
 FPMR (41 CFR) 101-11.206

LNA

EXECUTIVE SECRETARIAT

Routing Slip

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA		✓		
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt		✓		
13	D/EEO				
14	D/Pers				
15	D/OEA				
16	C/PAD/OEA				
17	SA/IA				
18	AO/DCI				
19	C/IPD/OIS				
20					
21					
22					

SUSPENSE

Date

Remarks:

Executive Secretary

10/14/52
Date

STAT

THE WHITE HOUSE
WASHINGTON

82-20391

82-2273/1

CABINET AFFAIRS STAFFING MEMORANDUM

DATE: 10-13-82 NUMBER: 077534CA DUE BY: 43 1-4
SUBJECT: Cabinet Council on Management and Administration Minutes - 10-4-82

	ACTION	FYI		ACTION	FYI
ALL CABINET MEMBERS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Baker	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Vice President	<input type="checkbox"/>	<input type="checkbox"/>	Deaver	<input type="checkbox"/>	<input type="checkbox"/>
State	<input type="checkbox"/>	<input type="checkbox"/>	Clark	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Treasury	<input type="checkbox"/>	<input type="checkbox"/>	Darman (For WH Staffing)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Defense	<input type="checkbox"/>	<input type="checkbox"/>	Harper	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Attorney General	<input type="checkbox"/>	<input type="checkbox"/>	Jenkins	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Interior	<input type="checkbox"/>	<input type="checkbox"/>	Wheeler	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Agriculture	<input type="checkbox"/>	<input type="checkbox"/>	Kudlow	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Commerce	<input type="checkbox"/>	<input type="checkbox"/>	Bledsoe	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Labor	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
HHS	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
HUD	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Transportation	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Energy	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Education	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Counsellor	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
OMB	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
CIA	<input type="checkbox"/>	<input type="checkbox"/>	CCCT/Gunn	<input type="checkbox"/>	<input checked="" type="checkbox"/>
UN	<input type="checkbox"/>	<input type="checkbox"/>	CCEA/Porter	<input type="checkbox"/>	<input checked="" type="checkbox"/>
USTR	<input type="checkbox"/>	<input type="checkbox"/>	CCFA/Boggs	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CEA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CCHR/Carleson	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CEQ	<input type="checkbox"/>	<input type="checkbox"/>	CCLP/Uhlmann	<input type="checkbox"/>	<input checked="" type="checkbox"/>
OSTP	<input type="checkbox"/>	<input type="checkbox"/>	CCNRE/Boggs	<input type="checkbox"/>	<input type="checkbox"/>
GSA, Carmen	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
ACUS, Smith	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
OPM, Devine		<input checked="" type="checkbox"/>			

REMARKS: Attached for your information are the minutes of the first meeting of the Cabinet Council on Management and Administration (10-4-82).

RETURN TO:

☐ Craig L. Fuller
Assistant to the President

☒ Becky Norton Dunlop
Director, Office of

THE WHITE HOUSE

WASHINGTON

CABINET COUNCIL ON MANAGEMENT AND ADMINISTRATION

Meeting #1
October 4, 1982, 1:00 P.M.
Roosevelt Room

MINUTES

1. Introduction to CCMA

Mr. Meese opened this initial meeting of the Cabinet Council on Management and Administration (CCMA) by introducing Ralph C. Bledsoe as the Executive Secretary to the Council. Mr. Meese indicated the purpose of CCMA is to serve as a forum for discussion of government-wide management and administrative policies, so that sound management recommendations can be provided the President. He noted that the Cabinet Council would provide the top-level policy direction that was missing in previous efforts to bring about management reforms in the federal government. Mr. Harper suggested that the timing for creation of the Council is particularly appropriate in light of the many news articles critical of various federal management activities. Mr. Meese stated that CCMA will function much like the other Councils in terms of operating procedures, meetings, and general handling of policy issues. CCMA members who want to place issues on the CCMA agenda should forward them to Mr. Bledsoe.

2. Management-Related Activities

Mr. Meese said that one of the early activities of the CCMA would be to develop means to monitor and supervise the various management-related activities which have been initiated by the Administration. Mr. Wright described three such efforts: the President's Council on Integrity and Efficiency, the Assistant Secretaries Group, and the President's Task Force on Management Reform (Reform 88). Mr. Wright described the background and history of management problems that led to creation of the Reform 88 project, and cited the major immediate goals and activities of the project. Ms. Hesse, Executive Director of the Task Force, described its organization and specific targets. Nine cost reduction projects are being pursued initially. The anticipated long term product will be federal management systems models for consideration by CCMA. To fund the project in FY 1983, Ms. Hesse said that OMB would be seeking approximately \$70,000 from each of the agencies participating in the project. Secretary Watt suggested a pro-rata allocation of support funding. Mr. Meese asked Mr. Wright to provide alternative financing plans for the project.

-2-

Secretary Regan's question about cash management was discussed as a special area of concern. Secretary Weinberger cited two specific management techniques he initiated at HEW - payroll systems consolidation and management by objectives, stressing reporting and accountability as areas he felt deserved attention. 4
11

3. President's Private Sector Survey on Cost Control

Mr. Fuller reviewed the status of the President's Private Sector Survey on Cost Control (PPSSCC), stating that within 30-45 days the White House will be receiving recommendations from that effort. Mr. Meese stated that CCMA will be the "coordinating instrument" which will communicate instructions to the departments and monitor the implementation of the recommendations. The next meeting of CCMA will include a discussion of a more detailed plan for monitoring implementation of the recommendations.

Regarding the current status of the PPSSCC, Secretary Weinberger mentioned that it seems to be proceeding according to plan in DOD, and is emphasizing procurement and cash management. Secretary Regan stated that Treasury has presented several additional challenges to the task force beyond their initial scope of work. Secretary Watt offered that the task force studying Interior has not been very visible and he was of the impression that they are not very far along. Mr. Fiske said that the task force at Commerce is now preparing its final report. Mr. Swoap mentioned that of the three teams in HHS, one has already conducted its final review and progress seems to be satisfactory.

4. Space Reduction Government-Wide

Mr. Carmen described a space reduction program he has started within GSA. He provided a handout, which states that for every square foot of space reduced, agencies and the taxpayers can save \$10 per year. The handout also contained information about the amount of government owned and leased space, and the overall costs for such space. Because it was felt that this very important topic requires additional time, Mr. Meese suggested that it be continued at the next meeting.

The meeting adjourned at 1:55 P.M.

-3-

CABINET COUNCIL ON MANAGEMENT AND ADMINISTRATION

Meeting #1
October 4, 1982, 1:00 P.M.
Roosevelt Room

PARTICIPANTS

Edwin Meese III, Chairman Pro Tempore

Secretary Regan
Secretary Weinberger
Secretary Watt
Edwin Harper, Assistant to the President for Policy Development
Gerald Carmen, Administrator, General Services Administration
Deputy Secretary Fiske (Representing Secretary Baldrige)
Under Secretary Swoap (Representing Secretary Schweiker)
Deputy Director Wright (Representing Director Stockman)
Craig Fuller, Assistant to the President for Cabinet Affairs
Becky Norton Dunlop, Director, Office of Cabinet Affairs

For Presentation:

Martha Hesse, Executive Director, Task Force on Management Reform, Office of Management and Budget

Additional Attendees:

James Jenkins, Deputy Counsellor to the President
Kenneth Cribb, Assistant Counsellor to the President
Red Cavaney, Deputy Assistant to the President for Public Liaison
Alan Holmer, Deputy Assistant to the President for Intergovernmental Affairs
James Cicconi, Special Assistant to the President and Special Assistant to the Chief of Staff
John Fowler, General Counsel, Department of Transportation
Jan Mares, Acting Under Secretary of Energy

Ralph Bledsoe, Executive Secretary